

Information Regarding Review of Support Orders Which are Less Than 36 Months Old

You must justify a modification review on a "less than 36 month old Order" by proving a "substantial change in circumstances" that occurred since the last order or since the last modification was completed.

Examples of substantial changes for either party:

- Diagnosis of a serious illness or an accident that impacts the parent's ability to work and is expected to last for over a year
- Parent suffers a 25% or greater involuntary loss of income (e.g. parent's employer goes out of business)
- Either party began receiving TANF benefits since the last order
- Unanticipated windfall of money (e.g. party winning a large sum from the lottery, inheritance)

Examples which are not considered a substantial change in circumstances:

- Divorce or custody order where the "custodian" agreed to "little or no" child support when the order was entered or last modified
- Medical-Only Order issued by DCSS and CP later applies for full services
- New financial obligations of either party, e.g. birth of another child, going into debt to purchase a house, etc
- Under-employment, a job change or a voluntary decision to become self-employed
- Parent is voluntarily working at a new job paying less than before
- Parent is voluntarily working part-time when full-time work is available
- Change in parent's income, marital status (either party) or additional expenses (e.g. new home, vehicle or recreational vehicle)

The facts described above are not all-inclusive but must convince the Georgia child support agency that these circumstances justify a "*less than 36 month review*". You must include documentation, not just statements, proving that the facts meet the description of a "substantial change in circumstances". **Note:** This agency is not responsible for proving your allegations.

If you proceed with requesting a review for possible modification of an order that is "*less than 36 months old*", you must include evidence and proof with the request. If additional information is needed for the review, you will be notified.

If the DCSS confirms that there is proof of a substantial change in circumstances, a full review will be scheduled.

If the DCSS finds that your situation does not meet the requirements of a "substantial change in circumstances", you will be notified that the request for review is being denied.

If you have any questions, you may call the Georgia Contact Center at 1-877-423-4746.

Request for Modification Review of my Support Order

Re: Child Support Case No _____,
Non-Custodial Parent _____,
Custodian _____,
Children: _____
Support Order Date: _____ Date of Last Review: _____

Initial all items that apply to you before you submit a request for a modification review:

- _____ I am now receiving TANF benefits, so I do not have to pay the review fee.
- _____ I am now receiving Medicaid benefits for myself, so I do not have to pay the review fee.
- _____ I receive Medicaid for my children only and my current monthly gross income (before taxes) is equal to or greater than \$1,000 per month, therefore I must pay the fee when the review is complete and the order is adopted by the court.
- _____ My current monthly gross income is \$1,000 or less, so I do not have to pay the review fee. I have attached proof of my gross income during the month of my application.
- _____ I am currently unemployed.
- _____ I am currently receiving unemployment benefits and have included proof of receipt of these benefits.
- _____ My youngest child will reach the age of emancipation in no less than 6 months from this date based on a Georgia order. If my child is still enrolled in high school past their 18th birthday, I must provide verification of full-time enrollment.
- _____ My child(ren) will reach the age of emancipation on ____/____/____ under the terms of my child support order obtained outside Georgia no less than 6 months from this date.
- _____ My latest order is less than 36 months old, or my order was reviewed within the past 36 months. I understand to have DCSS review my case for possible modification; I must show a substantial change of circumstances.
- _____ My latest order is 36 months old or older, and my order has not been reviewed within the past 36 months. I understand that Georgia requires that the dollar amount of the support order must change by a minimum of 15% and \$25 from the current order.
- _____ I understand that the Division of Child Support Services is not responsible for proving my allegations. I must obtain and provide this proof.
- _____ I understand that as an alternative to the Division of Child Support Services review process, I have the right to hire a private attorney and seek modification of my support order.

Why I believe my child support case should be modified:

PLEASE PRINT THE FOLLOWING INFORMATION:

My Residential Address: _____

Home Phone No: _____ Cell Phone No.: _____

Work Phone No.: _____

Email Address: _____

Date: ____/____/____

Signature: _____